

August 2005

Dear GET-IN Program Applicant:

You may be eligible to obtain a \$35 monthly subsidy for commuting to work by public transportation or vanpool. By choosing bus, rail, or vanpool you lessen traffic and parking congestion in designated areas and save money on your cost for commuting to work.

Enclosed are the GET-IN Program Regulations. The regulations cover the process for obtaining the subsidy and the Guaranteed Ride Home provisions of the Program. The Guaranteed Ride Home is available to all GET-IN Program participants (vanpoolers and transit users) and members of registered carpools.

If, after reading the Regulations, you are interested in joining the GET-IN Program:

1. Complete and sign the attached application.
2. Have your Supervisor and Department Director sign the application.
3. Mail the application -- with employment verification (a copy of your timesheet/paystub), to attn: Get-In Program, 101 Monroe Street 5th floor, Rockville MD 20850.

Your GET-IN card is the key to obtaining your subsidy. Safeguard your GET-IN Card, because there is a \$15.00 replacement fee for a lost or stolen card.

If you need help finding the best transit route to serve your commute, call the Transit Information Center at (240) 777-RIDE (7433). To form or join a vanpool (or carpool), our Commuter Services Center staff will be happy to help you. Just call (301) 770-POOL (7665). Finally, if you have questions about the GET-IN Program that are not answered in this letter or the Regulations, call (240) 777-5883 or (240) 777-5882.

THANK YOU FOR CONSIDERING MONTGOMERY COUNTY GOVERNMENT'S
TRANSIT / VANPOOLING PROGRAMS!

GOVERNMENT EMPLOYEE TRANSIT INCENTIVES (*GET-IN*) PROGRAM

The *GET-IN* Program is funded by the Montgomery County Department of Public Works and Transportation,
Division of Transit Services

PROGRAM DESCRIPTION

In 1985 Montgomery County established a transportation incentive program for Montgomery County Government employees as a prototype for other employers.

The Government Employee Transit Incentives (*GET-IN*) Program offers a \$35 monthly subsidy for switching from driving alone to public transportation, Maryland Commuter Rail (MARC), or vanpools.

1. To join the *GET-IN* program, employees give up their parking privileges and receive a *GET-IN* membership card.
2. The *GET-IN* Card allows the employee to purchase, at a discount: Metrorail farecards and passes, Metrobus flash passes or tokens or MARC commuter rail tickets. Participants in a registered vanpool can receive \$35 tax-free in Metrocheks to offset the cost of monthly vanpool fees.
3. Leaving work in an emergency is the main reason employees give for not carpooling, vanpooling or using public transit. An additional benefit to the *GET-IN* Program is the Guaranteed Ride Home Provision:
 - A. Vanpoolers and transit riders who need to leave work unexpectedly during the workday to handle an emergency are eligible to receive a refund of their taxi or transit costs for the emergency.
 - B. Registered carpoolers are eligible for preferential parking and the Guaranteed Ride Home Provision. They are not, however, eligible for the \$35 tax-free monthly subsidy.
 - C. The employee's department reimburses the *GET-IN* participant for the taxi or transit fares, with their supervisor's approval, using the County Government's procedures.

UNUSED SUBSIDY WILL NOT BE CARRIED OVER INTO THE NEXT MONTH.

HOW TO OBTAIN A GET-IN CARD

The wallet-size *GET-IN* Card provided to participants is designed for program identification. Employees possessing a valid *GET-IN* Card are eligible to receive a *GET-IN* subsidy.

Eligibility: The *GET-IN* Program is for all Montgomery County employees who regularly commute to work by public transportation, commuter rail or vanpool.

How to Apply: Download the package from the county intranet or pickup an application at the address below:

Division of Transit Services
101 Monroe Street, 5th Floor
Rockville, Maryland 20850

1. Complete and sign a *GET-IN* Application Form, attach verification of employment (e.g., copy of a paycheck stub or timesheet, etc.).
2. Have your Supervisor and Department Director sign the application. By signing the application, your department director and your supervisor are made aware that you are applying to participate in the *GET-IN* Program. Also, should you need to leave the work site unexpectedly because of an emergency, the taxi or transit costs will be paid by your department.
3. Submit your application. **Employees who are on record as having a County issued parking permit or convenience sticker must surrender their permit or sticker to obtain a *GET-IN* Card. Employees cannot have both parking privileges and a *GET-IN* Card.**
4. Vanpoolers must complete a second part of the application for vanpool drivers (or arrange for their vanpool driver to complete the form). Vanpool drivers will keep their vanpool parking permits.
5. After an applicant's information has been validated and their parking permit or sticker surrendered (if applicable), a *GET-IN* Card will be mailed to the employee.

PROGRAM CONDITIONS

1. Yearly renewal forms **must** be completed before December 31st. Division of Transit Service will reissue *GET-IN* Cards yearly.
2. If a *GET-IN* Card becomes damaged, Division of Transit Service will replace it free of charge upon the return of the damaged card.
3. If a *GET-IN* Card is lost or stolen, DTS will issue a new card at a replacement cost of \$15.
4. The *GET-IN* Program participant's supervisor will validate the annual reapplication. By requiring the signature of the supervisor on the reapplication, DTS makes the participant's Supervisor aware that their employee continues to participate in the *GET-IN* Program.
5. **The *GET-IN* Card is not transferable.** If a person no longer wishes to participate in the program or leaves County employment, they must return the card to the Division of Transit Services.

6. The fare media purchased with the \$35 subsidy must be used for the participant's commute to work. Fare media purchased through the *GET-IN* Program is not transferable and cannot be sold by the participant.
7. If a participant joins a carpool or applies for parking privileges after being issued a *GET-IN* Card, they must surrender their *GET-IN* Card immediately.
8. *GET-IN* participants who must drive on any given day should:

Rockville: Contact County Security, (240) 777-6161, the afternoon before or morning of the day needed. Limited to two (2) days per month.

All Other Locations: Arrange through your department.

GET-IN participants are responsible for complying with these procedures and safeguarding their *GET-IN* Card. The *GET-IN* Card is the property of the Montgomery County Division of Transit Services. Violation or abuse of these procedures will result in the employee's termination from the *GET-IN* Program and confiscation of their *GET-IN* Card.

HOW TO OBTAIN *GET-IN* SUBSIDIES

The \$35 monthly subsidy is a reduction in the cost of farecards, passes, tokens, MARC commuter rail tickets, or vanpool to the participant. Only those persons who possess a valid *GET-IN* Card are eligible to receive the subsidy.

All subsidies must be used within the given month, and not carried over into the next month.

PURCHASE OF FARECARDS, PASSES OR TOKENS

GET-IN participants may purchase fare media Monday through Friday, 8:00 a.m. to 4:30 p.m. at one of four Transaction Centers:

- Cashier's Office, Treasury Division, 255 Hungerford Drive, Rockville (Metrocheks only)
- Bethesda-Chevy Chase Services Center, 4805 Edgemoor Lane, Bethesda (BCC EMPLOYEES ONLY)
- Commuter Services Center, 8401 Colesville Road, Suite 150, Silver Spring (Monday through Friday - 7:00 a.m. to 5:00 p.m).
- Transit Information Center, 101 Monroe St., 5th Floor, Rockville (MARC tickets only).

PURCHASE OF MARC COMMUTER RAIL TICKETS

MARC Commuter Rail:

GET-IN participants who want to purchase MARC tickets may mail their orders and checks (less the \$35 subsidy) to: Division of Transit Services, 101 Monroe Street, 5th Floor, Rockville, MD 20850.

Participants can also drop off MARC orders at the Transit Information Center, EOB, 5th Floor. A re-order form is provided with monthly tickets. Any questions about the order process should be directed to the *GET-IN* Program at (240) 777-5883 or (240) 777-5882.

MARC Commuter Rail ticket orders must be received by the 5th day of the previous month so we can order the ticket and make it available to you in time.
It is the responsibility of *GET-IN* participants to ensure their orders are timely.
Orders will not be accepted after the 5th of every month.

Tickets may be picked up at the Transit Information Center, EOB, 5th Floor, between 10:00 a.m. and 4:00 p.m. beginning the 25th of each month. In December, tickets will be available on or around December 22.

VANPOOL REBATES

Vanpool Metrocheks may be obtained at the Cashier's Office, Treasury Division, 255 Rockville Pike, Rockville.

TRANSACTION PROCEDURES

Four options are available to *GET-IN* participants: Metrobus, Metrorail, MARC Commuter Rail and vanpool. When a participant goes to a Transaction Center with their GET-IN Card for the first time during the month, the participant will receive \$35 in Metrocheks. If the participant is purchasing a type of fare media that costs less than \$35, the participant will receive the difference in Metrocheks.

What are Metrocheks and how are they used?

Metrocheks are exchangeable farecard vouchers. Metrocheks are available in various denominations. Transit riders can use them as a farecard on Metrorail or exchange unused Metrocheks for other WMATA or participating transit provider fares.

Metrocheks are accepted for the redeemable value printed on the back of the farecard. Metrocheks cannot be exchanged for cash. If a Metrocheks redeemable value is higher than the fare media being purchased, the Transaction Center will return the difference in Metrocheks.

Metrocheks do not expire. If a participant uses only \$30 for fare media one month and receives a \$5 Metrochek from the Transaction Center, the participant can bring their unused \$5 Metrochek with them when they return to purchase fare media later.

Metrocheks are the same as cash. The County will not reimburse or replace *GET-IN* participants for lost or stolen Metrocheks.

EXAMPLES OF USING METROCHEKS TO PURCHASE FARE MEDIA AT GET-IN TRANSACTION CENTERS

- A. Purchase One \$11 Metrobus Flash Pass Two pass periods are available at a time at the Transaction Center. The participant will receive two \$11 Flash Pass, one \$10 Metrochek and three \$1 Metrochek. Before the next pass period begins, the participant can bring the unused Metrochek back to the Transaction Center and exchange it for the other Flash Pass.

- B. Purchase three \$12.50 Metrobus Token Roll: the participant's total purchase is \$37.50. The participant will give \$2.50 in cash/check to the Transaction Center and receive \$37.50 in fare media.
- C. Used Metrocheks cannot be used to purchase FARE MEDIA.
Because the Metrochek has been used on the Metrorail as a farecard, the Metrochek cannot be used toward the purchase of other fare media. Only unused Metrocheks can be used toward the purchase of other fare media.
- D. Vanpool Participants will receive \$35 in Metrocheks at the Cashier's Office, Treasury Division, 255 Rockville Pike, from the 25th day of the current month to the 25th day of the following month.

GET-IN participants are personally responsible for safeguarding any fare media purchased through a Transaction Center. No exchanges or refunds are given for these fare media. If you have any questions, please call (240-777-5883 or (240) 777-5882.)

Metrobus, and Metrorail Fare Media Transaction Centers will punch the *participant's GET-IN* Card for the monthly subsidy based on the date the participant makes the subsidized purchase.

Participants are to make purchases or obtain Metrocheks for the current month only. New participants may obtain the \$35 subsidy for the entire first month of participation.